



## ICDL – International Computer Driving License

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| Training Course | ICDL – International Computer Driving License - Standard Profile  |
| Course Language | Arabic & English  |
| Course Duration | Total Number of hours : 60 hours / 20 classes   |
| Course Details  | <p><b>ICDL Standard Profile</b> is a certification of an individual's digital competency. It consists of seven separate modules that cover key ICT skills and knowledge areas relevant to your job and career path.</p> <p><b>These seven modules are as follows:</b></p> <p><b>Computer Essentials</b> - skills and concepts relating to the use of devices, file creation and management, networks and data security.</p> <p><b>Online Essentials</b> - skills and concepts relating to web browsing, effective information search, online communication and e-mail.</p> <p><b>Word Processing</b> - skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents.</p> |



**Spreadsheets** - skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts.

**Presentation** - create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

**Online Collaboration** - This module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

**IT Security** - learn how to keep your and your organization's data safe, and how to be safe online, including secure social media use.

**Course Material  
/Technology  
used**

- Windows 10 , MS Office 2016
- Qatar University Training and Testing labs will used
- Training material and online test preparation access from ICDL will be provided



## Course Fees

### Fees inclusive of

- Training and training material for all 7 modules
- 1 free testing for each module in QU test labs .
- Online test preparation access .
- Certificate from ICDL GCC upon passing all 7 modules.

**Note :** Participants will be given one free testing per module, but if the participant needs to retake the module an additional fee of QR 70 per module will have to be paid upon taking the test.